

STAT

5/4/64  
Mailed to:  
14

4/22/64  
cc: to Rec. adm. Staff  
To

Approved For Release 2005/08/03 : CIA-RDP70-00211R000500040097-5

STAT  
STAT  
st to DDI (Admin)

DDS&T/OSA  
DDS&T/OEL & ORD

4 May 1964

5/4/64  
Rec. adm. Staff

From : Chief, Records Administration Staff/DDS

Subject: DDI and DDS&T Records Officers Meeting - 12 May

1. It has been suggested that the Records Officers would like to meet in small groups to discuss their records management programs. I think this is a good idea and I have arranged to meet all Records Officers in the DDI and the DDS&T areas on 12 May at 10:00 A.M. in Room 4F-31, Headquarters.

2. This is your meeting. I will be there to listen to your ideas and suggestions. I will look forward to seeing you.

STAT